



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
EXECUTIVE DIRECTOR

July 17, 2012

TO: Owners & Management Agents of HOME Developments

FROM: Sherri Davio, Compliance Manager
Donna McMillian, Director of Asset Management

SUBJECT: 2011 HOME Owner's Certification of Compliance - Due August 17, 2012
2011 HOME On-Line Tenant Data Reporting – Deadline to be Determined

SUBMISSION DEADLINES

The deadline for submission of the 2011 Owner's Certification of Continuing Program Compliance for HOME developments (all developments with HOME funding, including those with additional funding such as, but not limited to, LIHTC, MSHDA Direct Lending, Section 8, Section 236, and RHS) is **August 17, 2012**. Extension requests must be submitted in writing and will be approved only for extenuating circumstances. The deadline for submission of 2011 tenant data through MSHDA's new on-line system will be determined based on training schedules for each management company.

The completed 2011 Owner's Certification forms should be submitted via mail to the address listed below. All the required information should be contained in the package.

MSHDA, Compliance Monitoring
735 E Michigan Ave, P.O. Box 30044
Lansing, MI 48909
Attention: Cassandra Brown

SUBMISSION REQUIREMENTS

The following is a list of forms and documentation that must be completed to fulfill the HOME compliance certification requirements for the Compliance Year Ended (CYE) 12-31-2011. All of the documents below can be downloaded from MSHDA's web site at www.michigan.gov/mshda. (Click on "Property Managers" tab on the left side, then "Compliance for Rental Housing", then "Forms", then "Year End Reports".)

Required Forms:

- 2011 HOME Owner's Certification of Continued Compliance
- Rent and Occupancy Report
- Utility Allowance Documentation form
- Resident Fees form (if applicable)
- Notice of Change in Management Agent (if applicable)
- Notice of Change in Ownership (if applicable)



Required Attachments:

- Affirmative Fair Housing Marketing Plan (for projects with 5 or more HOME assisted units)

TENANT DATA COLLECTION (ALL HOME DEVELOPMENTS)

All HOME projects will be required to submit tenant data to MSHDA in 2012. The deadline for submission of 2011 tenant data through MSHDA's new on-line system has not yet been determined. Deadlines will be based on training schedules for each management company.

There will be two methods available for entering tenant data using the on-line system. One is to manually enter tenant data. The other method is to use an "xml" file format as defined by Emphasys Software to upload the information. (To use the upload method, please make sure your company has the Emphasys version available.)

IMPORTANT NOTES

Owner and Management Contact Information (Owner Certification form Page 1): Owner Certification forms must contain all Ownership and Management contact information. All communication from MSHDA Compliance is transmitted by email, therefore email addresses for owner and management agent contacts are critical.

Reporting Changes in Ownership, Management Agent or Contacts: Any change in Ownership, Management Agent or contacts throughout the year must be reported to MSHDA Compliance. Please complete the applicable form - "Notice of Change in Ownership" or "Notice of Change in Management Agent". If there has been a change in 2011 you must submit this form (available on the MSHDA website).

Units Vacant more than 30 Days: If a unit(s) was vacant for more than 30 days as a result of a casualty loss (i.e. fire, water damage, vandalism, etc.) a Casualty Loss form must be submitted (available on the MSHDA website).

All forms referenced in this memo can be found at the following link:

http://www.michigan.gov/mshda/0,4641,7-141-8002_26576_26589-80583--,00.html.

If you are unable to access MSHDA's forms, information regarding the on-line system for data collection, or have any other questions regarding the year-end reporting requirements, please contact Cassandra Brown at brownc7@michigan.gov.